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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

December 11, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-26

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: W-2 On-line Self View and Print Reminder

The Office of State Uniform Payroll (OSUP) is asking that all agencies remind and encourage their employees to enroll in the W-2 on-line self view and print option now available in LEO. Employees who take advantage of this option will be able to view and print their W-2 by mid-January. The deadline to provide consent is **December 31, 2013**.

Due to time constraints, the attached sample "W-2 Availability Notice" letter is being provided **early** to agencies. Upon OSUP notification in January 2014, agencies must send this letter to each employee within your agency. Agencies are encouraged to begin modifying the letter to include the agency's official letterhead, agency contact information, and any other agency specific information. When notification is received from OSUP, the agency must send the letter by the deadline provided in the notification. Agencies may use the delivery method most suitable to their operation. **NOTE:** Do not mail the "W-2 Availability Notice" to employees until the official notification is received from OSUP in January.

Refer to OSUP Memo [#2014-18](#) for additional information. All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Penny Jones	342-2053	Gary Bennett	342-1652
Wendy Eggert	342-0714	Tracy Smith	219-0191
Tiko Ary	342-1651	Cindy McClure	342-5346

APH:PFJ/pbh

[Attachment](#)